

~~CIA INTERNAL USE ONLY~~

25 February 1957

STATINTL

MEMORANDUM FOR: [REDACTED]

SUBJECT : Designation of Offices of Record for Vital Documents

John:

In talking with George Carey the other day he passed on to me a suggestion made by [REDACTED] of his office which I believe she has submitted somewhere along the line earlier. It was to this effect:

STATINTL

A substantial part of the records being sent to the Records Center by offices generally are communications with the Offices of Security, Personnel, the Comptroller, etc. If there were an official Agency issuance designating certain offices as the "offices of record" and making it clear that it was unnecessary for offices other than those designated to retain such material in their files it might cut down substantially on the volume of material going to the Records Center.

This certainly seems to be worthy of serious consideration and might be projected into fields other than Security, Personnel, and Finance.

Would you please give some thought to this and let me have your recommendations before too long.

DD/S:LKW:lq

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15/
L. K. White

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Records